



ASSISTANT TO THE CITY MANAGER RECRUITMENT

THE POSITION

The City of Ankeny, Iowa, continuously recognized as the fastest growing city in the Midwest by the U.S. Census Bureau, is seeking a values-driven leader to serve as the Assistant to the City Manager. Under the direction of the City Manager, the Assistant to the City Manager will: assist the City Manager and senior management team in daily operations of the Office of City Manager; perform administrative coordination and research activities in the preparation and administration of the city budget, capital improvements program, grant assistance programs and policy development; manage special projects as assigned; and perform related duties as required.

ORGANIZATION/STRUCTURE

The City of Ankeny is governed by a Mayor and a five member Council. All are elected at large and serve a four-year term. The City Manager is the Chief Administrative Officer and is responsible for the day-to-day operations of the City including, hiring and managing department directors and other members of the management team.

The City provides a typical range of municipal services including: Economic Development, Fire, Library Services, Community Development, Administration, Parks & Recreation (including a golf course and two aquatic centers), Police, Public Works and Municipal Utilities. The Ankeny Regional Airport is operated by the Polk County Aviation Authority, which is staffed by the City.

The City's taxable valuation continues to grow and now totals over \$4 billion. The City's total expenditure budget for FY 2020-2021 is \$145 million.

While the City has 283 full-time equivalent employees, the number grows to more than 600 during the summer with the addition of various seasonal programs.

The City has three bargaining units: Teamsters (Police), IAFF (Fire), and the American Federation of State, County and Municipal Employees (AFSCME).



LIVING IN ANKENY

COMMUNITY

Ankeny is a rapidly growing suburb located just north of Des Moines, Iowa's capital city. With a growing population of 70,000, Ankeny covers approximately 33 square miles and offers an outstanding quality of life, with a variety of cultural and recreational opportunities. Being part of the greater Des Moines area, Ankeny offers big city amenities with the hometown feel of a smaller city.

Ankeny was recently ranked one of the Top 100 Places to Live by Money magazine, Bloomberg BusinessWeek's Best Places to Raise Kids, Family Circle magazine's Top 10 Best Towns for Families and designated a Playful City USA community by KaBOOM!

In the 2018 biennial citizen survey, more than 97 percent of residents rated Ankeny as an excellent or good place to live. Additionally, residents ranked the City high for its overall image and for being a good place to raise a family. Ranked the safest city in Iowa with a population of 20,000+ by Safewise, it's no surprise Ankeny is also rated highly by its citizens for being a safe place to live.

LEARN HERE

Ankeny's school system is one of the best in the Midwest and offers an excellent education. It is the sixth largest district in the state and has been one of the fastest growing districts in Iowa for more than a decade. Ankeny has 17 schools – 11 elementary, four middle schools, and two high schools and is currently expanding several school buildings. The Ankeny Community School District, with a total enrollment of more than 11,000 students, enjoys an outstanding reputation for an exemplary and balanced curricular and co-curricular program designed to meet the needs of all students.

Ankeny Christian Academy and St. Luke the Evangelist Catholic School are private school options for students.

The main campus of Des Moines Area Community College is located in Ankeny and provides valuable postsecondary education and training for the area's talented employees. Faith Baptist Bible College is also located in Ankeny.

Ankeny's central location also provides easy access to nationally recognized institutions like Drake University and Grandview University in Des Moines and Iowa State University in Ames. The University of Iowa is just a short drive east to Iowa City.



LIVING IN ANKENY

LIVE HERE

Housing prices in the area are affordable with a variety of options to accommodate any lifestyle.

A typical 3 bed/2 bath home between 1,300 to 2,500 square feet is priced from \$200,000 to \$300,000. More upscale living is available for \$400,000 and up.

Ankeny has a variety of retail shops and access to quality health care professionals, making it easy to find the goods and services you need close to home. The newly developed and growing Prairie Trail District offers restaurants, boutique shopping, entertainment, movie theater, bowling alley, green space and more. The Delaware Shopping District offers more than 100 businesses with a variety of name brand and specialty stores.

Historic Uptown Ankeny offers a mix of retail shops for antiques and art, restaurants, a brewery, services, living and more.

Ankeny offers numerous opportunities to achieve a fulfilling lifestyle in Central Iowa. Residential areas, both new and well established, are clean, safe and family-friendly. Ankeny has something for everyone through 50 parks and playgrounds, 70 miles of trails, state-of-the-art sports facilities, two aquatic centers, all-inclusive Miracle Park, open green spaces and a large variety of organized programs for all ages. Ankeny is located just minutes from Saylorville Lake and is home to three golf courses.

Ankeny takes pride in offering a hometown feel with the amenities of a big city.





ASSISTANT TO THE CITY MANAGER

The City Manager's Office ensures that the policy direction set by the City Council is implemented and that the City's delivery of public services is provided in an efficient and cost-effective manner.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Utilizes research methodologies, statistical techniques and the compilation of empirical data to perform budget analyses for the purpose of designing, planning and developing operating budgets.
- Serves as staff representative for the Human Rights Commission, participating in meetings and conducting administrative duties. May serve as staff representative of other committees/commissions (e.g., Cultural Arts Board).
- Responds to constituents' questions and comments in a courteous and timely manner. Researches complex issues for public explanation.
- Works with senior management to maintain accurate, timely schedules of major projects for City Council and public consumption.
- Coordinates routine insurance claims, working with the City's third party administrators and brokers. May serve on a management committee to review more complex claims and evaluate ways to mitigate risk.
- Develops a portion of a capital improvements program, budget and reporting system in conjunction with various departments or as directed by the City Manager.
- Performs fiscal, statistical, administrative, operational, organization and personnel staffing studies as directed by department management or the City Manager.
- Researches, analyzes and recommends city and departmental policies, and assists in presenting city policies to all departments.
- Develops long-range budget plans in coordination with departmental staff and senior management.
- Coordinates and assists in the application and development of grants programs within all departments.
- Assists the City Manager with preparation of the Council agenda research.
- Attends meetings of the City Council and other meetings as directed by the City Manager.
- Completes a variety of reports, and documents by operating a computer and entering data into various programs.
- Performs other duties as assigned by the City Manager and/or Assistant City Managers. Additional responsibilities may be determined based on organization need or incumbent expertise.



ASSISTANT TO THE CITY MANAGER

QUALIFICATIONS

Graduation from an accredited college or university with a Master's degree in Public Administration, and two years of responsible municipal government experience. At the discretion of the City Manager, significant additional experience in a City Manager's Office may be recognized in lieu of the Master's degree.

Knowledge of the principles and methods of public administration. Knowledge of the organization, functions, and problems of municipal government; knowledge of the principles and methods of public finances; ability to analyze administrative problems and present recommendations; ability to speak and write effectively; ability to establish and maintain effective working relationships with other city employees and the general public.

COMPENSATION

The salary range is \$67,153 - \$90,120 plus an excellent benefit package. The hiring salary will be dependent on the candidate's qualifications.

HOW TO APPLY

Apply online at www.Ankenylowa.gov/jobs

Questions may be directed to Human Resource Director Dawn Gean at dgean@ankenyiowa.gov.

DEADLINE TO APPLY IS NOV. 20, 2020 at 5 p.m.

Learn more about the City of Ankeny at www.Ankenylowa.gov.

The City of Ankeny is an Equal Opportunity Employer and embraces diversity. We encourage women and minorities to apply.

TENTATIVE TIMELINE FOR HIRING PROCESS

Oct. 22 - Nov. 20, 2020	Recruiting
Nov. 20, 2020, 5 p.m.	Deadline to apply
Week of Nov. 23, 2020	Review applications and select for interviews
Week of Dec. 7, 2020	Phone interviews
Week of Dec. 14, 2020	In-person interviews
Jan. 4, 2021	Tentative hire date

